



Grade Book
Teacher User Guide

The OnCourse Grade Book

Welcome to the OnCourse Systems for Education web-based grade book. Your grade book is accessible via the Internet whenever you want to use it—24 hours a day, 7 days a week from any computer that can access the Internet.

The OnCourse Grade Book enables teachers to:

- enter assignments and grades,
- calculate students' numeric averages each time a new entry is made,
- map each assignment to the required educational standards, which are also linked to teacher lesson plans,
- calculate grades based on a total points system or weighted averages,
- post grades online for parent and student review,
- generate reports related to individual student performance,
- attach individualized notes to student assignments,

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Getting Started

After logging in at www.ontourcesystems.com, the OnCourse Grade Book can be opened by clicking the **My Grade Book** tab or clicking **My Grade Book** in the *My Programs* list.

When you open your grade book, most of the following required grade book components will have already been uploaded by the program administrator. You (the teacher) will be responsible for setting up only those components not already set up in the grade book by the program administrator.

Components most often preset by the program administrator:

- ... School Year
- ... Grading Periods within the school year
- ... Grade Scales
- ... Students – Complete student list from which teachers select those who make up their classes. Teachers may access this list to add and remove students from their classes as the class progresses.

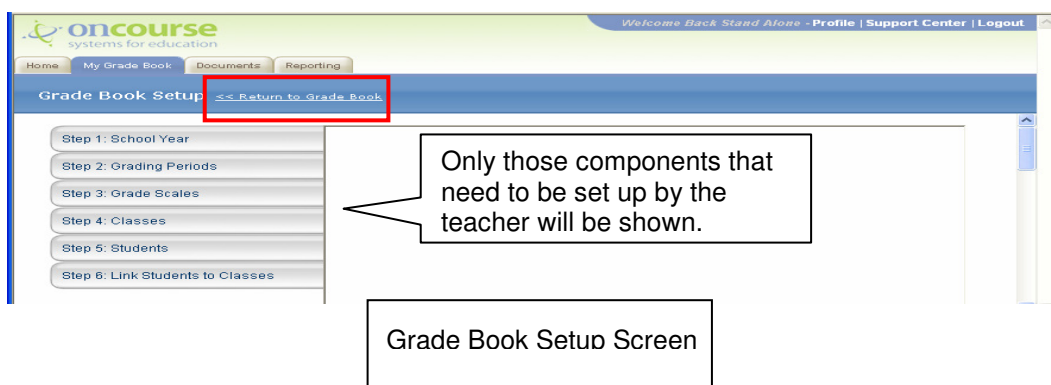
Components teachers may need to set up:

- ... Students – Complete student list from which teachers select those who make up their classes. Teachers may access this list to add and remove students from their classes as the class progresses.
- ... Classes -- Classes that make up the teacher's schedule
- ... Link Students to Classes -- Class rosters that will be accessed in the grade book.

Setting Up Your Grade Book

If clicking **My Grade Book** opens directly to the *Grade Book Class* screen, there is no set up required on the part of the teachers. You may begin to create categories and assignments as directed in the section, "Getting Started After Setting Up the Grade Book."

However, if clicking **My Grade Book** opens directly to the **Grade Book Setup** screen shown below, the components listed must be set up before using the grade book. Only those components that must be completed before using the grade book will be listed on the screen.



After completing the required setup components, go back to the grade book by clicking the **Return to Grade Book** link that appears at the top left portion of the screen.

Grade Book Setup Components

IMPORTANT: All components listed on the *Grade Book Setup* screen must be completed in the order in which they are listed on the screen.

Click on the first component listed on the *Grade Book Setup* screen to begin the set up procedures. The directions for completing all the components are in the list below. Find the first component listed on your *Grade Book Setup* screen in the list, carry out the directions given, then proceed to the next component listed.

1. School Year (**This may already be set up for you by the program administrator**)

- Select the school year for which you are setting up your grade book.
- Click **Save**.

2. Grading Periods (**This may already be set up for you by the program administrator**)

The OnCourse Grade Book will accept different grading periods for individual classes. This allows the teacher to assign appropriate grading periods to individual classes; for example, quarter and semester classes.

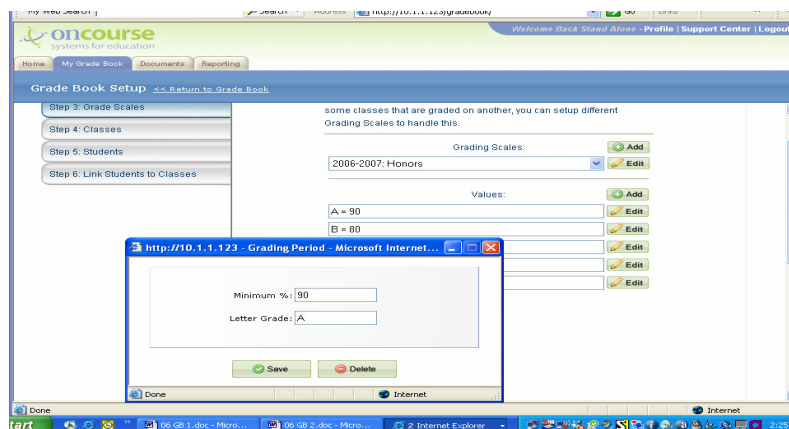
- Click on the dropdown box arrow. If no *Grading Period Sets* are listed, you must add them.
- Click **Add** to add a *Grading Period Set* name.
 - Enter the desired name for the *Grading Period Set*; for example, Marking Period, Semester, Quarter, Trimester, etc.
 - Enter the number of individual periods that are associated with that *Grading Period Set*; for example, Semester = 2, Quarter = 4, etc.
- Click **Save**.
- Click on the *Grading Period Set* name from the dropdown list.
- Click **Edit** to see the *Individual Period* names that were assigned by OnCourse.
- If you are satisfied with the names as listed, close the window.
- If it is necessary or desired to change an assigned individual period name, click **Edit** next to the individual period name to enter the corrected name. For example, you may want to use abbreviations for the newly generated names in order save screen and print space—MP1 instead of Period 1. Note: “Sort Order” defines the order in which the item will be listed. It is an optional item. If you want to specify the sort order, use units of 10. First = 10, Second = 20, etc.
- Click **Save**.
- Repeat steps 2 through 8 as needed.
- When all *Grading Period Sets* have been entered, move to the next required set up component.

3. Grade Scales (**This may already be set up for you by the program administrator**)

The OnCourse Grade Book uses school-created grade scales to translate *Numerical Averages* and *Final Grade Averages* into letter grades.

To add grade scales:

- Click **Add**.
- Enter a name for the new *Grade Scale*. Click **Save**. A default grade scale is displayed for the new grade scale. The percentage on the scale and the letter grade equivalent can be modified as needed by the teacher.



- Click **Edit** next to the line of the scale to be edited.
- Enter the new *Minimum %* value. Enter the new *Letter Grade* value. The OnCourse Grade Book will allow teachers to set up + and – grades if needed or desired.
- Click **Save**.
- Repeat steps 4 to 6 as needed.
- If additional values are needed in the grade scale beyond what is provided automatically, click the **Add** button next to the “Values” label. Fill in the *Minimum %* and *Letter Grade* information. Click **Save**.

4. Classes

The name, grading scale, and grading period must be entered for each class taught by the teacher. Teachers may find some or all of this class information has been loaded by the program administrator.

The screenshot shows the 'Grade Book Setup' interface for 'Step 4: Classes'. On the left is a sidebar with steps 1 through 6, with 'Step 4: Classes' selected. The main area is titled 'Classes' and says 'Add and edit your classes for the active school year.' Below this is a table of classes for 'My Demo (2006-2007)'. The table has two columns: the class name and an 'Edit' button. The classes listed are '2006-2007: 1 Careers - Period 6', '2006-2007: Accounting 1 - Period 6', '2006-2007: Algebra 1 - Period 3', and '2006-2007: Math - Group A'. An 'Add' button is located at the top right of the table.

- If no classes are listed, click **Add**. If classes are listed, click **Edit** to open the class description dialog box to make any additions or corrections to the class information. If you teach in more than one school, each of the schools should be displayed. Click the **Add** button for the school where the class is taught to add a class to that school for reporting purposes and administrative review.

The screenshot shows a 'Class Setup' dialog box within a Microsoft Internet Explorer window. The title bar reads 'http://10.1.1.127 - Class Setup - Microsoft Internet Explorer'. The dialog box has several input fields and dropdown menus. The 'Subject' field is empty. The 'Class Description' field has a placeholder text '(ex: Group A, 10:30-11:30, etc.)'. The 'School' dropdown is set to 'Aura School (2006-2007)'. The 'Homeroom' dropdown is set to 'No'. The 'Grading Scale' dropdown is set to 'Select One'. The 'Grading Periods' dropdown is set to 'Select One'. Below these are 'Optional Settings' which include: 'Include this class on:' (Report Cards/Progress Repo), 'Display Number Grade on:' (Report Cards/Progress Repo), 'Number of decimal places:' (0), 'Display Letter Grade on:' (Report Cards/Progress Repo), 'Grade Book Type:' (Normal), and 'Symbol Set:' (Teacher Defined). A green 'Save' button is at the bottom center of the dialog box.

- Enter the subject name in **Subject** text box. (English, Math, Accounting, etc.)
- Enter a description in the **Class Description** text box. (Period 1, Group A, 8:00-9:00)
- Identify the class as a **Homeroom** period or not.
- Select a **Grading Scale** to be applied to this class. Note: The grade scale(s) in this list are those that were entered by the teacher or the program administrator in the *Grade Scales* set up step.
- Select the grading period that applies to this class. Note: The grading periods in this list are those that were entered by the teacher or the program administrator in the *Grading Periods* set up step.
- Click **Save** or continue to fill in the optional settings.

OPTIONAL SETTINGS:

- **Include this class on.** Choose the reports on which the class should be included.
- **Display Number Grade on.** Choose the reports on which the class should be included.
- **Number of decimal places.** Set the number of decimal places to be used in the calculation of the numerical grade.
- **Display Letter Grade on.** Choose the reports on which the letter grade should be included.
- **Grade Book type.** Most teachers will select **Normal**. **Standard space** is an optional setting for early elementary levels. If you are interested in using the **Standard space** grade book type, contact OnCourse for additional information.
- **Symbol Set.** Grade scales that use symbols (S=Satisfactory, P=Poor, etc.) may be preloaded by the school or district. If that is the case, the selection will be *School Defined*. If the symbol grade scales have not been preloaded, the selection will be *Teacher Defined*. In this case, teachers will be able to set up their own symbol-based grade scales.

Note: When symbol grade scales have been preloaded by the program administrator, the teacher may not add to or make any changes in the grade scales provided.

- Click **Save**.
- Continue entering classes until all classes in your schedule are entered and appear in the *Class Listing*.

5. Students

The complete list of all students is usually preloaded into the OnCourse Grade Book by the program administrator. Teachers will have to select students from this complete list to fill their class rosters before they can begin to use the grade book. Follow the directions under “Linking Students to Classes” to create class rosters.

6. Linking Students to Classes

Teachers may already have had their students loaded and assigned to classes by the program administrator. In most cases, teachers will have to assign students to their classes themselves.

Teachers will also use this setup component to add or remove students from class rosters during the year. The data for students who are removed from class is saved and reinstated should that student return to the same class at a later time.

- Click on **Select a Class** to drop down a list of all classes assigned to you.
- Click on the name of the class into which you want to move students. The following screen will open.

The box to the left contains the names of all students. The box to the right will hold the names of the students selected for your class roster. There is no **Save** button on this screen. Names are automatically saved as they are moved from one box to another.

- To move students' names from the master list to the class list, click on a student's name then click the **>** button. Note: Multiple names can be chosen at the same time by holding the *Control* key down while clicking on the names. After selecting all the names, click the **>** to move all the highlighted student names to the class list.
- Change to another class and repeat the process of selecting and moving the students into the class list until all classes have been populated with students.

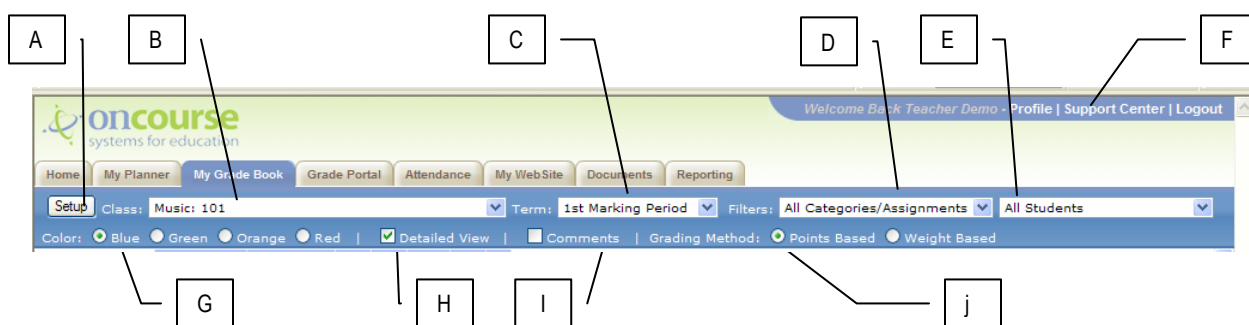
Getting Started after Setting up the Grade Book

Click the **My Grade Book** tab across the top or click **My Grade Book** under *My Programs* on the opening screen of the grade book, or click **Return to Grade Book** on the *Grade Book Setup* screen.

Reminder: Teachers may have to complete some portion of the grade book setup procedures before using the grade book to enter categories and assignments. Other teachers will notice that student names, classes, terms, etc., will be in the grade book when it is opened for the first time, and may begin to enter categories and assignments immediately.

The grade scale has been set up by the teacher or by the program administrator for all teachers. Grades calculated in the OnCourse Grade Book will be translated into letter grades based on this grading scale

The Opening Screen Tool Bar



- A **Grade Book Setup button.** Allows teachers to enter, add, or modify required grade book information. This button takes you back to the *Grade Book Setup* screen after initially visiting that screen to input required information. Teachers will also use this button if students are added to or removed from their class rosters during the school year.
- B **Class.** Shows the name of the class currently displayed. Other classes may be opened by clicking on the drop down arrow, which will display a list of all classes. To view a different class, click on the desired class name.
- C **Term.** Indicates for which term grade information is being displayed. Other terms may be viewed by clicking on the drop down box, which will display a list of all terms available. To change the term information displayed, click on the desired term in the drop down list.
- D **All Categories/Assignments filter.** Displays a list of all categories and assignments set up by the teacher.
- Filtering by category allows you to view assignments in the selected category only for all students in the class.
 - Filtering by individual assignment allows the teacher to see only that assignment for all students in the class.
- E **All Students filter.** Displays a list of all students in the class by default. However, clicking a student's name allows the teacher to view just that student's grades—eliminating all other students from the display. Clicking "All Students" returns all the students to the grade book display.
- F **OnCourse Navigation Bar.**
- Profile—Click here to change the login password.
 - Support Center—Click here to find help with the grade book operation including Frequently Asked Questions, How To videos, online teacher manuals, and e-mail contact form.
 - Logout—Click here to close the grade book.

- G **Color.** The default grade book color, blue, can be changed to any of the selections provided here by clicking the radio button in front of the color choice. Color can be changed on a class-by-class basis.
- H **Detailed View.** Selecting this option enables you to see a panel displayed below the assignments that gives additional information about each assignment. The details displayed are different for the *Total Points* and *Weight-Based* grading methods. Following is an example of the panel for each of the grading methods.

	Quizzes	Tests	Homework
Published on Web	Quiz 1 - 09/18	Test 1 - 09/18	HW 1 - 09/21
Standards			
% of Total Grade	16.7%	16.7%	16.7%
Maximum Points	100	100	100
Quick Fill			

Points-Based Method Example

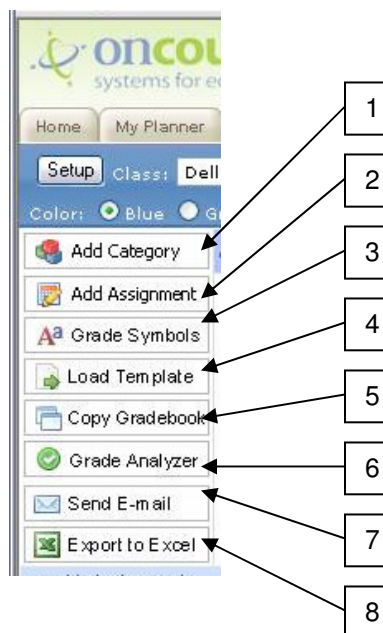
	Quizzes (20%)	Tests (60%)	Homework (15%)
Published on Web	Quiz 1 - 09/18	Test 1 - 09/18	HW 1 - 09/21
Standards			
% of Category	33.3%	50%	100%
% of Total Grade	6.7%	30%	15%
High Score	100	100	100
Quick Fill			

Weight-Based Method Example

- **Published on the Web.** Assignments can be posted automatically online for parent and student review. Teachers may unpublish an assignment by clicking on the icon below the assignment name. The green circle will turn to red and the + sign will change to a – sign if the assignment is not currently published to the web for online viewing.
- **Standards.** Assignments can be linked to appropriate educational standards if desired. An icon will be displayed below the assignment if standards have been attached. Clicking on the *Standards* icon will open the standards selection screen. From this screen, the teacher can review the standards selected, add additional standards, and remove standards originally selected. Reports can be run related to standards, assignments, and student progress.
- To link standards to assignments:
 - Click in the “Standards” space under the assignment.
 - Click the **Content Area**.
 - Select the **Grade Level**.
 - Scroll to or search for the appropriate educational standard for the assignment.
 - Click the **+ sign** to select an item.
 - The chosen item will appear in the lower part of the screen.
 - Click the **– sign** to remove the item from your selected list.
 - Click **Save & Close** to return to the grade book.
- **% of Category (Weight-Based Method only).** Indicates the weight percentage of a particular assignment within the numerical category grade. In the example, Quiz 1 currently represents 33.3% of the overall Quiz category. The Quiz category, as indicated in the heading, represents 20% of the student’s overall class numerical average.
- **% of Total Grade.** Indicates the weight percentage of a particular assignment in the overall class numerical average. In the example, Quiz 1 represents 6.7% of the student’s overall class numerical average.

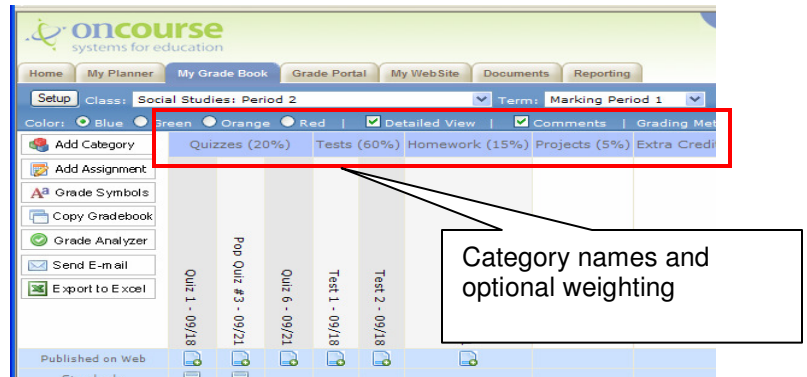
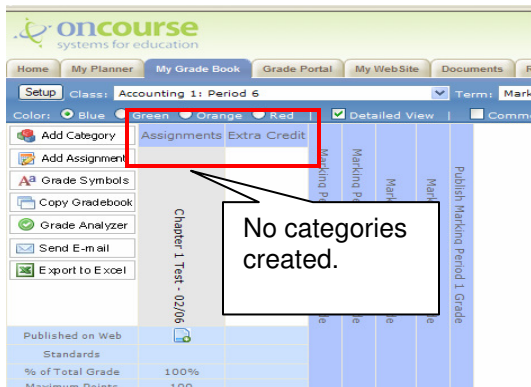
- **Maximum Points (Points-Based Method only).** Indicates how many points the assignment was worth as determined by the teacher.
 - **High Score (Weight-Based Method only).** Indicates the optimum score that can be achieved on the assignment, usually 100.
- I **Comments.** Selecting *Comments* displays an additional row under each student's name. Clicking in the space under the student's name allows the teacher to add a general public comment about the student. Clicking in the space under the student's assignment grade allows the teacher to add a public comment related to the individual assignment. These comments are published on the web and are used in various reports including progress reports and report cards for parent, student, and administrator access. Comments may be written by the teacher or selected from an existing list.
- J **Grading Method.** Allows the teacher to select the preferred grading preferred method for calculating overall numerical averages for the class. Click the radio button for *Points-Based* or *Weight-Based* to select the desired grading method. Grading methods may be selected for each class independently. Grading methods (points vs weighted) can be changed at any time; however, it is probably best not to change the method of calculation after the marking period is under way. Different grading methods (points vs weighted) can be used in different marking periods.

Using the Grade Book Utility Bar



1. Add Category

Teachers can organize their assignments by categories; for example. Tests, Quizzes, Homework, Projects, etc. These categories can be weighted in the calculation of the numerical class average or used simply to group the types of assignments recorded in the grade book. If categories are weighted, the weighting percentages must add up to no more than 100%. Teachers may choose to add as many categories as they wish. If teachers choose to use no categories, an "Assignment" category is automatically created when the first assignment is entered. The "Extra Credit" category is the only category that is provided automatically in the grade book and cannot be deleted. Category names are displayed above the assignment listings.



If the categories have been weighted, the teacher-assigned weighting is displayed next to the category name as shown in the previous illustration.

How to add categories:

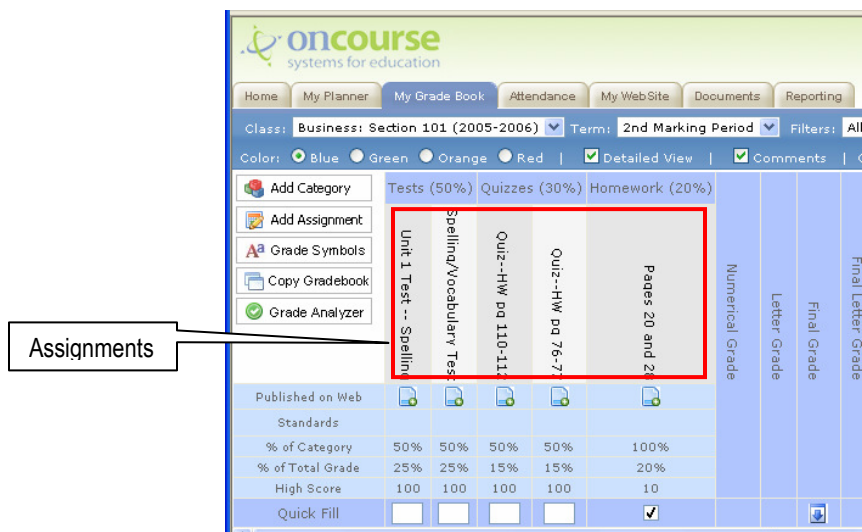
1. Click **Add Category**.
2. Enter a name for the new category.
3. If desired, enter a percentage weighting for the category or leave blank. Leaving the weighting blank will add category labels, but there will be no affect on the calculation of grades.
4. Click **Save**.

How to delete categories:

1. Click on the category name.
2. Click **Delete**. All categories can be deleted except the "Extra Credit" category. Note: Categories that contain assignments cannot be deleted until all the assignments have been deleted. Only empty categories *can be deleted*.

2. Add Assignment

Graded or checked exercises may be entered in the grade book. Each assignment entered into the grade book is displayed below the category identification bar on the opening screen of each class. If "Detailed View" has been selected from the main tool bar, additional statistical information will be provided about each assignment.



How to add assignments:

1. Click **Add Assignment**.
2. Fill in the required details regarding the assignment in the dialog box.
 - **Assignment Name**. Enter a meaningful name for the assignment. This name will be displayed in the grade book and online for parent and student review. It will be easier to review assignments if a specific identifier is used; for example, Test, Chapter 1 instead of Test 1.
 - **Category**. Click on the drop down box to see the list of available categories, including any that were created by the teacher. The teacher may also type the first letter of the desired category to automatically select it. Additional categories can be added as needed by using the **Add Category** option on the grade book *Utility Bar*.
 - **Description** (Optional). If desired, put in additional information about the assignment for reference.
 - **Assignment Weight (%)** – “*Weight-Based*” *grading method only*. This *optional* feature allows the teacher to add additional weight to a single assignment within a category that is already weighted.
 - **High Score** – “*Weight-Based*” *grading method only*. Enter the highest score that can be achieved on the assignment—usually 100 in the *Weight-Based* grading method.

Note: The *High Score* entry may not be edited after the assignment data is entered. There is a warning notice on this screen to that effect. If it is necessary to edit the *High Score*, the assignment must be deleted and recreated.
 - **Maximum Points** – “*Points-Based*” *grading method only*. Enter the number of points the assignment is worth. The maximum points assigned to assignments will be totaled in order to calculate the students' numerical grades. (# of points achieved on all assignments divided by the total # of points assigned during the grading period = numerical average for the student.)

Note: The *Maximum Points* entry may not be edited after the assignment data is entered. There is a warning notice on this screen to that effect. If it is necessary to edit the *Maximum Points*, the assignment must be deleted and recreated.
 - **Use Check Mark to Score**. Click here to record an assignment with a checkmark instead of a numeric or symbol score. When the checkmark is used to record assignments, every student receives the maximum point value given to that assignment. *Maximum Points* (*Points-Based* grading method) or *High Score* (*Weights-Based* grading method) cannot be left blank. The check mark is worth the *Maximum Points* or *High Score* assigned to that assignment. A check mark = all points.

http://www.oncoursesystems.com - Add/Edit As...

Add New Assignment

Assignment Name:

Category:

Description (Optional):

Maximum Points: (Value can't be changed after assignment is created)

Use Check Mark to Score: ☐

Assignment Due Date:

Include Due Date in Name: ☐

Add this assignment to other classes:

☐ 1 Careers: Period 6
↳

☐ Accounting 1: Period 6
↳

☐ Algebra 1: Period 3
↳

☐ Math: Period 1

Done Internet

Points-Based example.
Weight-Based includes High Score and Assignment Weight option in this section.

- **Assignment Due Date.** The current date is automatically defaulted for assignments as they are entered into the grade book. However, the teacher may enter another date if desired, such as the date the assignment was given to the class or the date the assignment grades were recorded in the grade book. Select the option "Include Due Date in name" in order to have the date show as part of the assignment name on the grade book screen. Assignments will be listed in the grade book by the "Assignment Due Date." If categories have been set up, assignments will be listed by "Assignment Due Date" within the appropriate category.
 - **Add this assignment to other classes.** This option enables the teacher to enter the assignment information in all applicable classes when the assignment is originally entered, a quick and efficient method of entering duplicate assignments in multiple classes. If there are any changes required in the specifics of the assignment (for example, "Assignment Due Date"), they can be changed by going to the affected class to edit the assignment details. Reminder: The *High Score/Maximum Points* entry cannot be changed after the assignment has been created.
3. Click **Save** to add the assignment to the current grade book as well as any other class grade books that were selected.
 4. If it is necessary to make changes in assignment details, click the name of the assignment on the grade book roster screen to open the assignment dialog box. Assignment editing can be done at any time. If there are duplicate assignments in other classes, the assignment must be edited in each class. Changes to assignments do not automatically update in other classes.
Reminder: The *High Score/Maximum Points* entry cannot be changed after the assignment has been created. If it is necessary to change the score or point value of an assignment, the whole assignment must be deleted and re-created.

How to delete assignments:

1. Click on the name of the assignment on the grade book screen.
2. Click on **Delete**. WARNING: There is no "undo" button. Deleted assignments cannot be retrieved.

3. Grade Symbols

Teacher-created code letters can be entered in place of numeric grades; for example, E = Excused, I = Incomplete, etc. The grade symbols can simply be notations with no value assigned, or they can be assigned a point value that will be used in the calculation of the numerical grade for the class. The creation of grading symbols is left to the discretion of the teacher unless they have preloaded by the school or district.

Note: The **Grade Symbols** button will not appear on the grade book screen if schools or districts have preloaded the symbol grade scale for all teachers.

How to set up grade symbols:

1. Click **Grade Symbols**.
2. Click **Add New**.
3. Enter the symbol in the text box labeled "Symbol." Symbols should not exceed three characters.
Note: Keeping symbols to one character makes them easier to remember and enter in the grade book. Examples include: E = Excused; I = Incomplete; T = Field Trip.
4. Assign a numerical value to the symbol if desired. Leave the *Numerical Value* text box blank if the symbol is informational only and no value is to be assigned.
5. Click **Save**.
6. Click **Continue**.
7. Continue to add symbols as desired following steps 1-6.
8. Click **Close Window** when all symbols have been added.

How to delete grade symbols:

1. Click **Grade Symbols**.
2. Click the **Delete** button next to the symbol no longer needed.
3. Click **Continue** to return to the **Grade Symbols** screen.
4. Enter new grade symbols or return to grade book screen.

4. Load Template (Applies only to specific schools/school districts)

Used only when a school or school district is using a predefined, standards-based grade book implementation. The school or school district will have predefined categories and assignments set up for early elementary teachers. Do not use this utility selection if your school or school district does not require it.

Clicking **Load Template** automatically loads all categories and assignments required by the school or district into the teacher's grade book.

5. Copy Grade Book

Categories and assignments set up in one class can be copied from that class and pasted into another class or another grading period of the same class; for example, from Period 1 to Period 2 or from Marking Period 1 to Marking Period 2. Being able to copy information that is repetitive from class to class enables the teacher to be more efficient when setting up the grade book.

Note: Data must be copied into each affected class independently rather than copying to multiple classes all at one time.

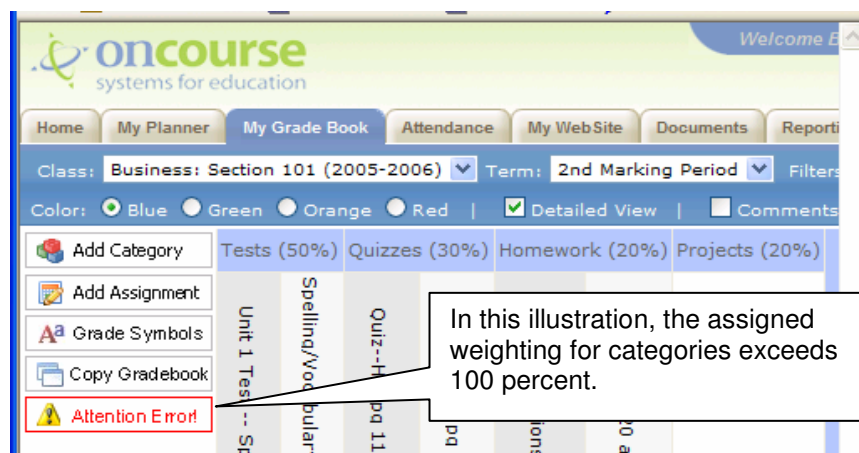
How to copy a grade book:

1. Click **Copy Grade Book**.
2. The "Copy Grade Book" dialog box indicates the class from which the categories or categories and assignments will be copied.
3. Click the drop down box to display a list of other classes available in the grade book.
4. Click on the class name to which the categories or categories and assignments should be copied.
5. Categories are copied by default. If assignments are to be copied also, select **Copy Assignments**.
6. Click **Save**.

6. Grade Analyzer

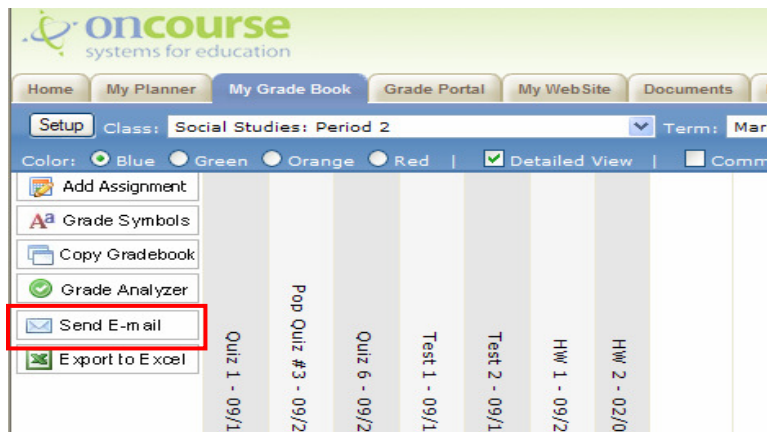
The OnCourse grade book is capable of calculating grades using *Points-based* or *Weight-based* grading methods. In addition, individual assignments can be weighted more heavily within an already weighted category. The "Grade Analyzer" option will point out discrepancies in the way grades are being calculated if any exist. After opening this screen, an explanation of each of the grading methods can be viewed by clicking on the hyperlink provided.

If an error is detected, an error message is displayed like the one illustrated below:



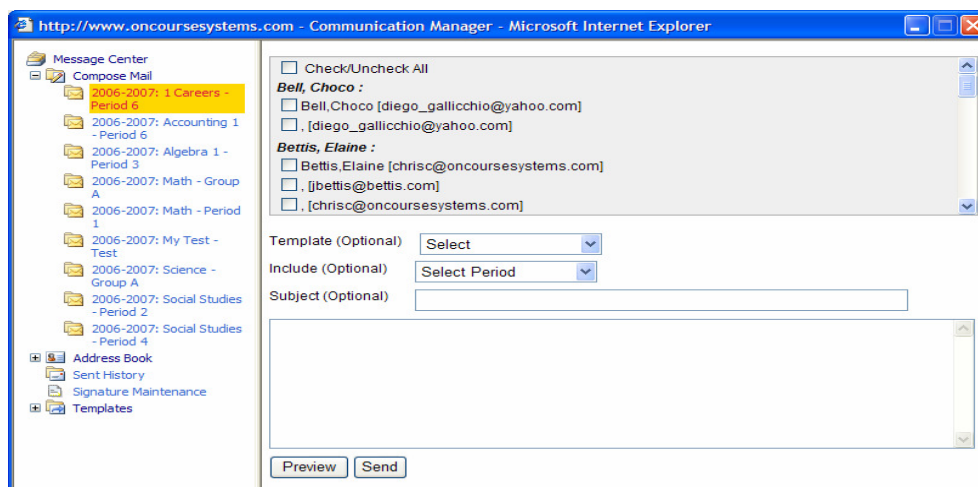
7. Send E-Mail

Using this utility option allows teachers to send e-mail to students, add up to three contact e-mail addresses for each student, keep a history of e-mail messages sent, create templates for standard e-mail messages, and set up a standard, automatic signature for e-mails sent from the OnCourse Grade Book.



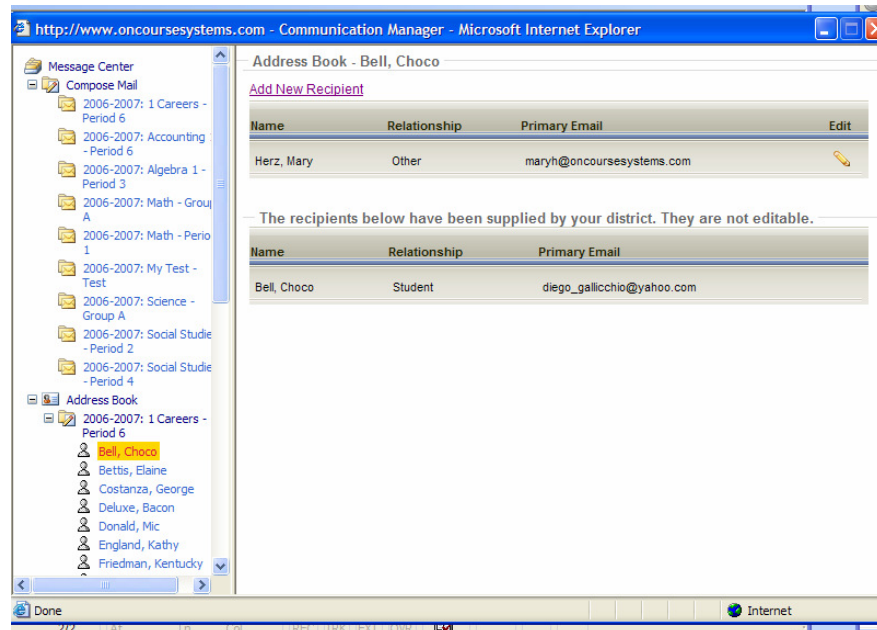
How to **Compose** and send a message:

1. Click **Compose E-mail**. A list of all your classes will open.
2. Click the class in which the student is a member. The screen below will open. All students and their e-mail contacts are listed on the top right portion of the screen. An e-mail can be sent to all students or only to individual students.
3. To send an e-mail to all students, click the check box, *Check/Uncheck All*, at the top of the list.
4. To send an e-mail to an individual student's e-mail contact(s), click the check box next to the appropriate e-mail address(es). The same e-mail message can be sent to multiple e-mail addresses.
5. If you have created templates for standard messages, **select** the appropriate template from the drop down list.
6. If you want to designate the class period for the student, **select** the appropriate period from the drop down list. If you select a period, another list box will be added to the screen from which you can choose a specific assignment.
7. Type an appropriate subject.
8. Type the message in the large text box provided. If you have selected an assignment, a placeholder for the assignment information will be added to the text box automatically. You may type additional information also.
9. Click **Preview** to review the message you have created. Note: There is no spell check associated with this screen.
10. Click **Send** to send the message after previewing it.



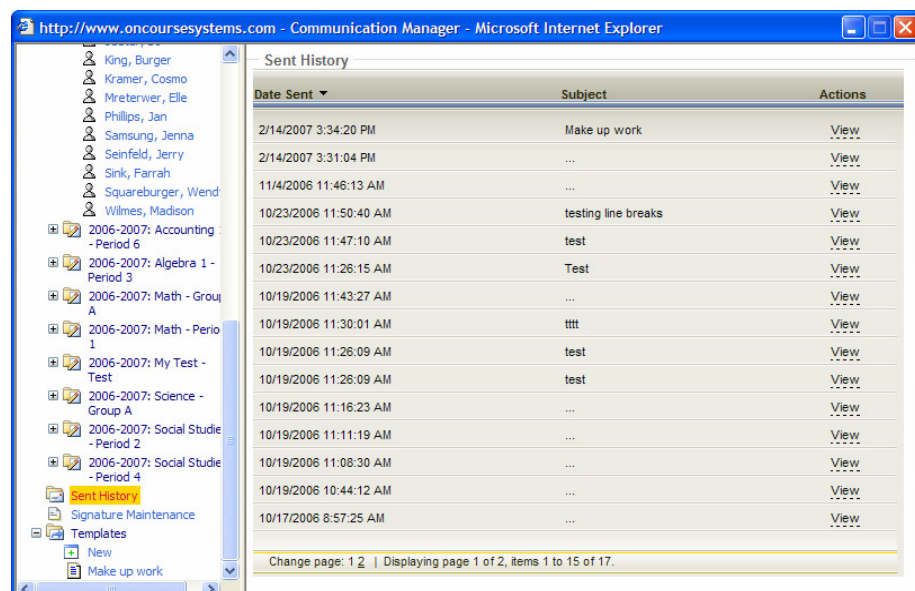
How to use the **Address Book**:

1. Click on **Address Book**.
2. Click on the class in which the student is a member.
3. Click on the student's name. A screen will open to display any e-mail addresses that are available for the student. Top portion of the screen shows the e-mail addresses entered by the teacher. The lower portion of the screen shows the e-mail addresses preloaded by the program administrator.
4. Click **Add New Recipient** to add another e-mail address for the student. Fill in all required fields in the dialog box that opens.
5. Click **Save**.
6. The new address will show in the top portion of the screen and will be available when you click *Compose Message* to send an e-mail message.

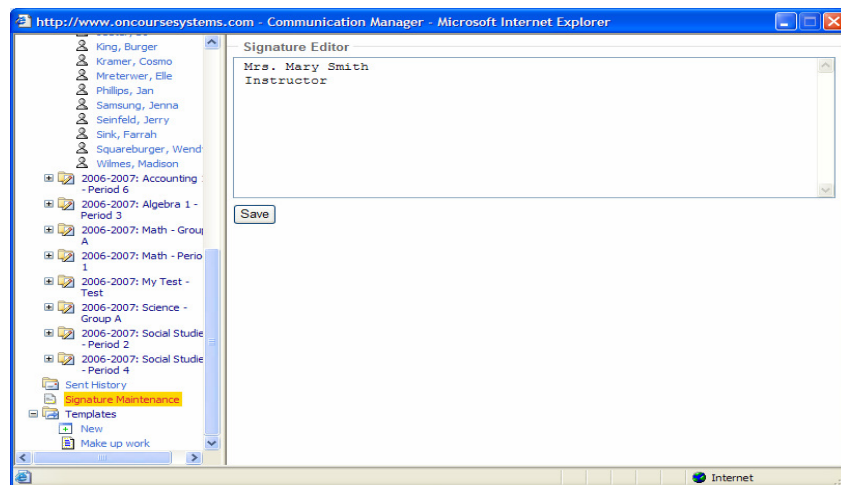


Other Features Under the **Address Book** option:

- **Sent History.** History of all the e-mails you have sent. Click the e-mails to open them for review.



- **Signature Maintenance.** Set up a standard signature. The signature will be inserted automatically into all e-mails you send from OnCourse

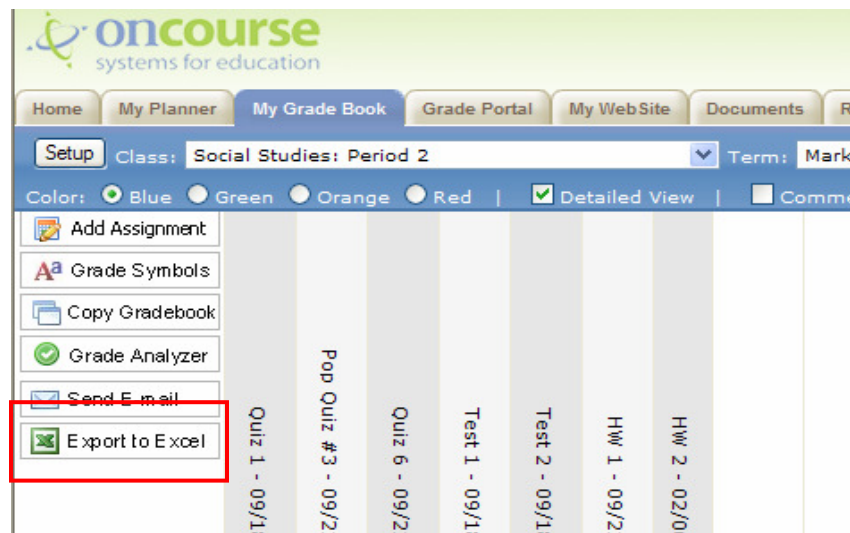


8. Export to Excel

Class grade books can be exported to Microsoft Excel by clicking on the **Export to Excel** utility button. Data is automatically opened in an Excel spreadsheet. From the Excel screen the grade book may be printed or saved onto a school or teacher device.

The file exported to Excel cannot be used for calculation as no formulas are exported with the data. This feature is provided primarily to those teachers who would like to save a copy of their class grade book to another source in addition to OnCourse.

Excel must be on the teacher's computer in order for this feature to work.



Entering Assignment Grades

Numerical grades

- Click in the grade box next to the student's name. Note: Just pointing to the grade box under an assignment will display the student's name and the assignment's identification. This enables the teacher to be confident that the grade is being placed in the appropriate grade box. It is a handy feature if the students' names have scrolled off the screen.
- Enter the grade.
- Click **Enter**. The cursor automatically moves down to the next student's grade box.

Symbol grades

- Click in the grade box next to the student's name.
- Enter any of the symbol grades from the list of symbol grades provided for or created by the teacher with the **Grade Symbol** option. Note: Symbols must be entered through the **Grade Symbol** option on the *Utility Bar* or by the program administrator before they can be entered as grade.
- Click **Enter**. The cursor automatically moves down to the next student's grade box.

Check marks

- If the check mark grading option was selected when the assignment was created, check boxes will be displayed under the assignment name.
- Click in the check box to enter a check mark.
Click a second time to enter an **x** to indicate the assignment was not turned in.
Click a third time to clear the **x** and return to a blank box.

Note: A check mark will be worth the *Maximum Points* or *High Score* assigned to that assignment. An **x** will be worth a 0. A blank will not count toward or against a student's grade.

Quick Fill

Quick Fill allows the teacher to enter the same grade for all students at that same time; for example, all students achieve 100 on a quiz or all students turn in a homework assignment. Modifications can be made to those grades that may be different from the filled grade.

How to enter grades with Quick Fill:

1. Enter the grade in the **Quick Fill** box under an assignment.
2. Click **Enter**.
3. Click **OK** to update all students' grades.
4. If necessary, move to each of those students' grades that need adjustment.
5. Click in the grade box. Enter the correct grade.
6. Click **Enter**.

Note: The arrow keys as well as the mouse may be used to move up, down, and across in the grade box to go to desired grade boxes when entering grades.

Extra Credit

The *Extra Credit* category is the only category that cannot be deleted. This category allows the teacher to add extra points directly to a student's *Numerical Calculated Grade*. For example: An extra credit assignment may be given to the class or to individual students. The assignment might be worth an additional 5 points to the students who complete the assignment. Those extra 5 points are directly added to the student's average. They are not included in the calculation of the overall average.

How to enter Extra Credit points:

1. Click **Add Assignment** on the *Utility Bar*.
2. Select **Extra Credit** as the category. Notice that the *Maximum Points* or *High Points* lines and the *Check Mark* options are no longer available.
3. Fill in the rest of the information required.
4. Click **Save**.

The Assignment Class Average

In addition to the real-time class average for all assignments for each student displayed on the right side of screen, the average grade for the entire class for each assignment is displayed at the bottom of the screen. The name of each assignment is also repeated across the bottom of the screen.

Hixler, Donna	66	97	80	94	100	X	85.9	B		
Flaig, Carol	71	71	75	100	100	✓	80	C		
Genzel, Erin	75	86	98	94	100	✓	86.6	B		
Hoffmann, Maureen	66	100	100	94	100	X	88.3	B		
Jones, Donna	75	76	76	100	100	X	82.9	C		
Josey, Alice	75	95	80	100	100	✓	89.1	B		
Kearney, Angela	100	87	E	89	100	✓	93.2	A		
Krick, Lora	96	95	L	95	100	✓	95.9	A		
Miller, Eileen	86	92	L	90	100	✓	85.9	D		
(Class Average)	76	90	77	89	100	65				

Assignment Class Average

The Numerical Calculated Grade and Letter Calculated Grade

The **Numerical Calculated Grade** is the real-time average grade for students. The numerical grade is recalculated each time a new assignment is entered. The *Numerical Calculated Grade* is calculated based on either the *Total Points* grading method or the *Weighted Average* grading method previously selected by the teacher. The *Numerical Calculated Grade* is translated into the corresponding *Letter Calculated Grade* based on the scale set up by the program administrator or the teacher.

The *Letter Calculated Grade* is derived from the numeric grade scale entered by the program administrator or the teacher.

The label for each of the grades includes the grading period with which it is associated. In the example below, the grades are being shown for Marking Period 1. Grades calculated for other marking periods would be similarly labeled.

The screenshot shows the oncourse systems for education interface. The top navigation bar includes links for Home, My Planner, My Grade Book, Grade Portal, My WebSite, Documents, and Reporting. The main content area displays a report for Social Studies: Period 2, Marking Period 1. The report includes a table of student scores for various assignments and a summary of calculated grades. A red box highlights the 'Marking Period 1 Calculated Grade' column, and a callout points to it with the text 'Numerical Calculated Grade and Letter Calculated Grade'.

Class	Term	Marking Period 1	Filters	All Ca
Class: Social Studies: Period 2	Term: Marking Period 1			
Color: <input type="radio"/> Blue <input type="radio"/> Green <input type="radio"/> Orange <input type="radio"/> Red	<input checked="" type="checkbox"/> Detailed View	<input type="checkbox"/> Comments	Method: <input type="radio"/> Point	
Add Assignment Grade Symbols Copy Gradebook Grade Analyzer Send E-mail Export to Excel	Quiz 1 - 09/18 Pop Quiz #3 - 09/21 Quiz 6 - 09/21 Test 1 - 09/18 Test 2 - 09/18 HW 1 - 09/21 HW 2 - 02/06	Marking Period 1 Calculated Grade Marking Period 1 Calculated Grade Marking Period 1 Final Grade Marking Period 1 Final Grade Publish Marking Period 1		
Published on Web Standards	100	100	100	100
% of Total Grade	16.4%	16.4%	16.4%	16.4%
Maximum Points	100	100	100	100
Quick Fill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bettis, Elaine	100	98	89	U
Costanza, George	100	100	85	S
Kramer, Cosmo	90	65	100	U
Seinfeld, Jerry	100	89	100	95
Wilmes, Madison				100

The Final Grade

The **Final Grade** is filled at the end of the marking period and reflects the **Numerical Calculated Grade** that has been calculated automatically throughout the grading period. The **Final Grade** can be adjusted manually by the teacher if desired.

When the grading period has ended, the teacher must fill this column by clicking on the **Fill** icon—the down arrow at the top of the **Final Grade** (numerical) column—to display the calculated **Final Grade** (numerical) for each of the students. The grade displayed in the **Final Grade** (numerical) text box can be changed by the teacher by clicking in the box and entering the desired grade. The **Final Grade** (letter) will be automatically assigned based on the *Grade Scale* initially set up by the program administrator or teacher.

The **Final Grade** labels are preceded by the grading period to which they apply.

Note: The **Final Grade Fill** icon should not be used until the end of the grading period. If it is used after marking period final grade adjustments have been made by the teacher, all the manual adjustments in grades will be overwritten by the calculated averages.

	Quiz 1 - 09/18	Pop Quiz #3 - 09/21	Quiz 6 - 09/21	Test 1 - 09/18	Test 2 - 09/18	HW 1 - 09/21	HW 2 - 02/06	Marking Period 1 Calculated Grade	Marking Period 1 Final Grade	Marking Period 1 Final Grade	Marking Period 1 Final Grade
Published on Web											
Standards											
% of Total Grade	16.4%	16.4%	16.4%	16.4%	16.4%	16.4%	1.6%				
Maximum Points	100	100	100	100	100	100	10				
Quick Fill											
Bettis, Elaine	100	98	89	U	100			91	A	86.5	B
Costanza, George	100	100	85	S	100			94	A	93.4	A
Kramer, Cosmo	90	65	100	U	100			86	B	84.2	B
Seinfeld, Jerry	100	89	100		95			97	A	96.8	A
Wilmes, Madison				100				100	A	100	A

Publish Grade

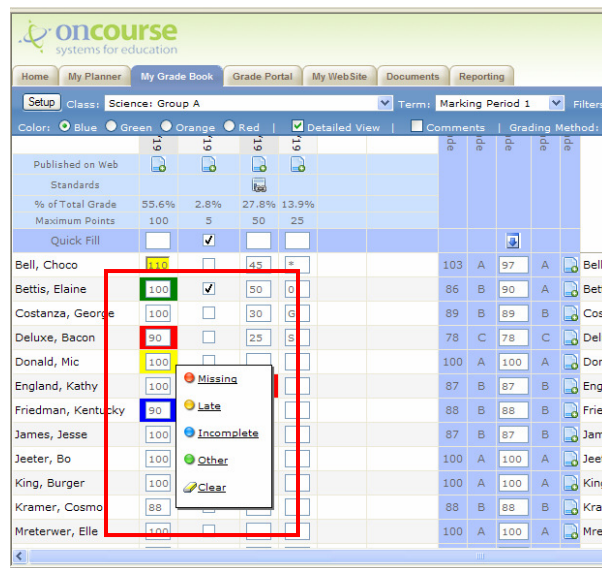
The daily calculated grade and final grade can be published online as well as in reports that can be run by the teacher. These grades can also be withheld from online and report publication. The small circle on the publish icon indicates if the averages are being shown online and in reports. A green circle = published; a red circle = unpublished. Click on the icon to change the publication status of the grade.

The *Publish Grade* label indicates the grading period grade that is being published or unpublished.

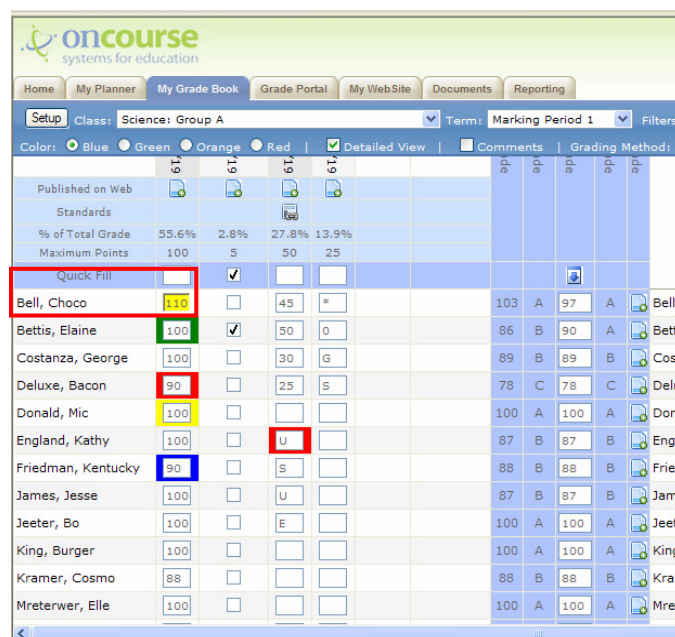
	Quiz 1 - 09/18	Pop Quiz #3 - 09/21	Quiz 6 - 09/21	Test 1 - 09/18	Test 2 - 09/18	HW 1 - 09/21	HW 2 - 02/06	Marking Period 1 Calculated Grade	Marking Period 1 Final Grade	Marking Period 1 Final Grade	Publish Marking Period 1 Grade
Published on Web											
Standards											
% of Total Grade	16.4%	16.4%	16.4%	16.4%	16.4%	16.4%	1.6%				
Maximum Points	100	100	100	100	100	100	10				
Quick Fill											
Bettis, Elaine	100	98	89	U	100			91	A	86.5	B
Costanza, George	100	100	85	S	100			94	A	93.4	A
Kramer, Cosmo	90	65	100	U	100			86	B	84.2	B
Seinfeld, Jerry	100	89	100		95			97	A	96.8	A
Wilmes, Madison				100				100	A	100	A

Special Grade Book Features

1. Individual grade notations. Right click on the grade box to reveal a list of optional notations. Click on the desired notation. The grade box will be outlined in the color that identifies the notation selected.



2. Grade exceeds assignment Maximum Points or High Score. Yellow highlighting automatically fills the grade box when the grade entered exceeds an assignment's maximum score. In the example below, *Maximum Points* has been set to 100, but the grade entered is 110. This could be a data entry error or it could indicate that the student earned extra credit points on that assignment. Regardless, the grade is highlighted for quick review by the teacher.



- Grade box identification. Pointing to a grade box will display the student and the assignment represented by that block.

oncourse
systems for education

Home My Planner My Grade Book Grade Portal My Web Site Documents Reporting

Setup Class: Science: Group A Term: Marking Period 1 Filters:

Colors: Blue Green Orange Red Detailed View Comments Grading Method:

Published on Web	100	100	100	100							
Standards											
% of Total Grade	55.6%	2.8%	27.8%	13.9%							
Maximum Points	100	5	50	25							
Quick Fill		<input checked="" type="checkbox"/>									
Bell, Choco	110		45	*			103	A	97	A	Bell,
Bettis, Elaine	100	<input checked="" type="checkbox"/>	50	0			86	B	90	A	Betti
Costanza, George	100						89	B	89	B	Cost
Deluxe, Bacon	90		25	S			78	C	78	C	Delu:
Donald, Mic	100						100	A	100	A	Done
England, Kathy	100		U				87	B	87	B	Engle
Friedman, Kentucky	90		S				88	B	88	B	Fried
James, Jesse	100		U				87	B	87	B	Jame
Jeeter, Bo	100		E				100	A	100	A	Jeete
King, Burger	100						100	A	100	A	King,
Kramer, Cosmo	88						88	B	88	B	Kran
Mreterwer, Elle	100						100	A	100	A	Mret

- Access to Student Grade Report from Grade Book Screen. Click a student's name on the grade book roster screen and a grading period summary (**Student Grades Report**) of the student's grades in all subjects like the one below will display. The report may be printed from this screen also.

My Demo

[\[Print\]](#)

Student Grades Report

Bettis, Elaine
School Year: 2006-2007

Course	Instructor	MP 1	MP 2	MP 3	MP 4	MP 5					
1 Careers	Demo, M.	2 F	=	=	=	=	=	=	=	=	=
Algebra 1	Demo, M.	=	=	=	=	=	=	=	=	=	=
Math	Demo, M.	97	=	=	=	=	=	=	=	=	=
My Test	Demo, M.	=	=	=	=	=	=	=	=	=	=
Science	Demo, M.	90 A	=	=	=	=	=	=	=	=	=
Social Studies	Demo, M.	87 B	=	=	=	=	=	=	=	=	=

-- End of Report --

Each of the grade blocks is a hyperlink. Clicking the grade or symbol displayed for a class and a **Student Progress Report** for that individual class will open. A portion of a progress report is shown below. The report may be printed from this screen also.

My Demo

Student Progress Report
Bettis, Elaine
School Year: 2006-2007
Term: Marking Period 1

Course: Social Studies - Period 2
Current Class Grade: 87 B

Instructor: Demo, My
Current Status: Enrolled

General Comments: Good effort put forth. Elaine has improved since last year.

Homework

Assignment Name	% of Total Grade	Due Date	Score	Grade %
HW 1	16.4%	09/21/2006	100/100	100%
HW 2	1.6%	02/06/2007	No Grade	--

Category Analysis - Total Points Earned: 100 / Total Points Possible: 100 = [Category Grade: 100%]

Quizzes

Assignment Name	% of Total Grade	Due Date	Score	Grade %
Quiz 1 <i>Assignment Comment: Very cooperative student. Hard-working student.</i>	16.4%	09/18/2006	103/100	103%
Pop Quiz #3	16.4%	09/21/2006	98/100	98%
Quiz 6	16.4%	09/21/2006	89/100	89%

Category Analysis - Total Points Earned: 290 / Total Points Possible: 300 = [Category Grade: 96.67%]

Tests

Assignment Name	% of Total	Due Date	Score	Grade %

Creating Student Forms and Reports

The OnCourse Grade Book enables teachers to use the information entered into the grade book to generate a number of forms and reports.

How to use the reporting feature:

1. Click on the **Reporting** tab. A list of the available reports and forms displays. The list includes a brief description of what the report or form includes.
2. Click on the name of the report you wish to produce.
3. Indicate required information to run the report. Reports will be displayed using Adobe Acrobat Reader and can be printed or saved.